G. R. S. 58]

Previous references:
first meeting held on 19.11.1915

Later references.

Preserve P

1916.

(E. AG.)

1

File No. 90

Serial Nos. 2

GENERAL AND REVENUE SECRETARIAT.

P32

Serial Nos. 2

Part B for

SUBJECT.

2nd Meeting of Secretaries

Papers relating to the second meeting of the Secretaries held on 8th April 1916

W D 1351—GPB—20,000—18-12-15

Secretary 10.1.17

1916.

G.R.S. 11]

GENERAL AND REVENUE SECRETARIAT.

(G.A.G.)

NOTES.

File No. 90

FILE HEADING.

Meeting of Secretaries.

From

No.	Dated	Received
Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15 6-12

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

10 The note may be considered at a meeting of the Secretaries - If approved it will be circulated to them

Secy) Gross Draft 8/2/16
9/2

Mr K.S.R. Sylv.
Please get copies made very early
9/2/16

12 Draft with 6 typed copies.
and a brass memo.

13 Please put up a typed copy
14/2/16 14/2

Typed copy is put.
15/2/16 14 For favour of approval the date of the meeting may be kindly reserved
15/2/16

Secy) 15
We may settle the date on 1/3 Draft
1-3-16 Draft 16/2

16 Put to Secy for settling the date
6/3/16

17 Saturday, the 11th March 1916, - 1-30 P.M. may be proposed. Issue Invites &c. for the Meeting and Records table all such action as may be needed Draft 6/3

18 Please put up a draft D.O. to Secretaries to meet & bring up
6/3

NOTE—Contn. sheet.

GPB—20,000—30-6-15

Spro 11/8/16

6 4

G. R. S. 12]

General and Revenue Secretariat. | G.A.(G) File No. 85 of 191

Serial No.

19

Despatched.
hm
8/8/16

To The Secy, PWD
" Rpo
" Finl
" Rev.
" G&A.

Forwards copy of the draft financial of essentials prepared for Delhi and adds that if the other Depts agree, a meeting may be held on the 11th inst. at 1.30 pm.

From the Financial Secy.
D.O 325 F.27/8/16.
States that 18th inst. will very well suit him.

From the Secy, PWD.
No. 23 F.27/8/16.
States that he has arranged to go to Mysore on the 10th evening and that it would therefore be convenient if the meeting is held on the 10th between 2 & 5 pm.

13th – 18th pm D Sec
13th – 18th pm PWD
20th pm " R.S. Rao
20th & 22nd 20 Sent with a despr.

hm
8/8/16

NOTE—Contn. sheet.

GPR—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

GAG File No. 85 of 191 .

7 5

Serial No. 21

The D. C. Secy and Secy for Rys suggested the 20th inst for the meeting. The Secy E & A will not be at HQrs on that day - He prefers the 23rd inst. The Rev Secy has no objection, but suggests that whatever the day fixed, the meeting should be held after 2 o'clock.

22 The file will be circulated to Secretaries again, if approved, for favour of their noting their dates convenient to them in the last week of this month & the first week of the next.

Secy) 10/3/16.

Secretaries.

The 18th march or any later date would suit me.

10/3

23D will not suit me.

10/3

21st will suit me -

Do: - & any later date will not suit me & I have to go on leave

25th & 27th will not suit me - thirty other days will be convenient

Please fix up the 20th inst - 2 PM

14/3

Some note put to Secy for orders

14/3

NOTE—Contn. sheet.

GPP—70,000—17-12-15

8 6

G. R. S. 12]

General and Revenue Secretariat. | File No. of 191

Serial No.

The meeting will be postponed for the present. The date will be settled later on in consultation with the Secretaries.

By Order,

For Secretary to Government,
General Department.

20-3-1916.

20/3/1916

NOTE—Contn. sheet.

GPB—70,000—17-12-15

9 7

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Date of Meeting of Secretaries

Railway Secy will be more suitable for the Meeting from the 27th March 1916.

Shall be glad to attend on 26th and will be glad to attend the meeting any day between 3rd and 8th April

22/3 · RS

Dir favours of Railway concerned Secy

MLH 22/3

6th

(Finl Secy)

Secy C & A

Wed 3 pm

8th 3.30

Between 3rd & 8th April will also suit me as far as I can now see

JM 22/3

A 22/3.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

G. R. S. 12]

8

General and Revenue Secretariat.

E & Hy File No. 85 of 191 .

Serial No.

Hy's memo is noted.

HW
4/4/16

To the Secretaries to Govt

Memo No 85 dt 4/4/16

States that the next meeting of the Secretaries will be held at 3.30 p.m. on the 8th April 1916.

Noted to Registrar

HW
4/4/16

Secy. Castle sent a letter to note

Rec.
4/4.

noted

HW
4-4-16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

9

D. O. No.32-40

GENERAL AND REVENUE SECRETARIAT.

Dated Bangalore, the 25th August 1915.

Dear Sir,

In continuation of previous correspondence on the subject, and with reference to the Organization and development meeting held on the 13th instant, I am desired to forward herewith a copy each of the lists of subjects under "Organisation and "Administration" as finally approved by the Dewan.

I am to observe that the first thing to do is to perfect the wording of the statement, and to obtain the consent of the helpers.

I am to add that you are at liberty to modify the list of helpers after ascertaining the willingness of those provisionally mentioned.

A revised statement in a final form with the names of helpers who have signified their consent, may be kindly forwarded to me before the 2nd September 1915 for being printed.

The consideration of the subject may, in the meantime be proceeded with. I enclose an * extract from the Dewan's note of 21st August 1915 for your information.

"Extract"
I am so pleased to see that this important matter is being expedited.
Initialled. M.V.

Yours sincerely,
Denys Argles.

To

The General Secretary.

To Mr N. Madhava Rao
Mg I request him to keep
me about him? Denys
25/8

ORGANIZATION AND DEVELOPMENT QUESTIONS.

GROUP II Administration.

Secretary - Mr. D. M. Narasinga Rao.

Sl. No.	Section.	Subject.	Convener and helpers.	Main lines of work, time appointed etc.	Remarks regarding nature of subjects, etc.
5	(2) Efficiency Audit.	A brief Manual of essentials for all Secretariats.	Convener. Mr. D. M. Narasinga Rao, Helpers. New. Mr. P. G. D'Sourza. " N. Madhava Rao. " B. Narainswami Iyengar. " N.P. Subramanya Iyer, Asst. Secy. P.W.D. " P. Ramamurti Rao, Asst. Secy. Railway Secretariat.	Preparation of Note by convener and obtaining the opinions of helpers. By 31st December 1915.	Important Non-continuous.

ESSENTIALS FOR ALL SECRETARIATS.

Organization of the Office.

1. The business of each Secretariat should as far as possible be divided into branches or sections. The officialin direct charge of the branch or section should be made responsible for its general efficiency.

2. The following lists should be maintained in every Secretariat:-

(1) List showing the division of work between the several branches.

(2) Lists showing the powers and duties of Secretariat officers.

(3) Lists showing the duties and responsibilities of Superintendents or officials in charge of branches and sections.

(4) Gradation list of officials in the Secretariat.

(5) Work distribution list of officials.

In the list showing the distribution of duties against the name of each person, should be specified that of another, who if other arrangements are not made, should look after his work in his absence.

(6) Menial Establishment list.

3. The prescribed office hours for all Secretariats are from 11 A.M. to 5 P.M. but any

12

any clerk may be required to work overti
if the business of the office demands it

Passed. 4. An attendance register should be
tained for clerks and menials and it s
be checked by some responsible officer.

Omit. Late attendance (exceeding 10 minutes
on 5 days should be treated as equivalent to
one day's casual leave.

Omit. The provisions of Chapter II of the General and Revenue Secretariat Manual as regards leave and holidays, etc. should apply to other Secretariats.

Passed. 5. Official information acquired by offi
cials in their capacity as employees of the Department should be treated as strictly confidential. Office notes should be considered as strictly confidential and must not be removed from office without proper authority.

Passed. 6. The grading of clerks and the qualifi
cations should be uniform in all the Secretariats. The rules of the General and Revenue Secretariat in this matter may be adopted

The recruitment should be ordinarily
by competition but a small proportion of va-
be filled by drafting to the Sec
with distinct or departmental ex-

ter rolls should be maintained
and menial servants. Ex-
olls should accompany propo
tion of increments

13

Receipt and Registration of papers.

Passed.

8. Tappals should be opened by a re sible Secretariat officer and distribu the branches. Urgent, immediate and con. dential papers should be mark marked before distribution.

Arrangement and custody of records.

Passed.

9. Rules should be made where they do not already exust, regulating the arrangement records and the periodical weeding out of less and obsolete papers.

Passed.

10. One of the officers must be speciall held responsible for the condition and peri dical inspection of the records.

Registration of papers.

Passed.

11. The registers to be maintained for entering incoming and outgoing correspond should be speci ed and the mode of regis tion settled. The possibility one uniform system in all t should be

and insert:- Uniform System of registration should as far as practicable be maintained in all the offices.

Passed.

12. A all period out from th must have a taining to its preparati ven the stock list.

Submission of papers.

Passed.

13. When a letter has be registered should be carefully read and ferenced pr perly. It should then be noted upon for s mission. There should be only one set of notes for each case.

14. The Superintendent or other minis rial head of the branch should see that no

14

notes are correctly and legibly written. No paraphrase of the letter should be permitted in the notes.

5. The time allowed for the submission of cases is five clear days. If for any reason a longer period is required to get any case ready for submission, permission should be obtained from proper authority. ~~Urgent and~~ Immediate cases should be submitted on the day on which they are received. Colored labels should be used for denoting urgent and immediate cases.

6. When a particular time is fixed for final file, the Secretaries ments for due compliance When it is not possibl within the specified submitted on or before th is due asking for a further time.

Notes of a routine c no date is fixed, which investigation, should o ed beyond month.

Notes and requisitions m but without a date specified for t turn should be returned in a complete as early as possible but not later than ~~fortnight~~. month.

Should the submission of a note be delayed for want of information called for from

from a subordinate office, such in
should, if necessary, be obtained
writing demi-officially or by tele
nication.

For all cases retained in
for more than ~~one~~ three months, a mont
should be submitted giving reas
delay.

Pages 17

DO

17. The Branches should submit
the Secretariat officers immedia
with them.

18. The Secretariat officers sha
ponsible for the correctness of the
made in the notes, for the proper e
of precedents or other authority a
considered suggestions for action.

~~DO~~ omitted 9/4

19. As a rule, no clerk or offi
be made to wait with papers by
officers.

Omitted 9/4

20. Before submitting a not
to the Secretary or Members of
Assistant Secretaries should see
tions contained in the Memoranda
issued for the transaction of bu
note in the margin under which i
falls.

21. It shall be the duty of
to submit in the prescribed course
that he himself is not competent t
by the practice of the Department
cases is given in the Memorandum

16

issued in a complete form, ready for orders to Members of Council or Dewan. In complicated cases, the discussion should be briefly -- summed up.

22. The Assistant Secretaries may submit papers to Members of Council under special instructions from the Secretary but all -- papers intended for submission to Dewan should pass through the Secretary.

23. The Letter form should be employed (unless otherwise ordered) whenever a let is replied to, or orders have to be conveyed at any length. Circulars may be in letter, office memorandum or endorsement form according to the requirements of the case; they differ from ordinary communications of the same kind only in being addressed to several partments or persons. When the decisions of Government or orders of general applicability have to be communicated on questions of policy or any important matters which -- ave been the subject of discussion or enquiry, they should be drafted in e Proceedings form. This form may also be employed in reviewing the reports of subordinate departments, the publication of papers in the Gazette, and in cases of sanction to money grants and remissions. The circular orm should be used in preference to proceedings for general enquiries. Notification -- ld be employed for gazetting appointment , and rules and orders passed under legs ments. The Office Memorandum, Endorsement,

17

Endorsement and Proceedings are the only forms of official communication permitted between Secretariats of the Government. The Endorsement form should also be used -- generally when transmitting copies or original documents for information or with brief instructions, but should not be employed in addressing non-official persons or institutions.

A draft letter, proceeding, notification or telegram, as the case may be, may be prepared at any stage of a case if it -- appears that the consideration and disposal of the case would be facilitated by ~~dispos~~ submitting it with a draft. This procedure should always be followed in submitting unofficial cases which have returned from the Departments, with their concurrence in the orders proposed to be issued.

24. Superintendents of Branches are to -- examine drafts of all letters, by whomsoever drafted, with the same care and the same -- sense of responsibility for their contents as if they had been drafted by the Superintendents themselves. They must point out before issue any errors or omissions either in substance, language, grammar or punctuation, that they notice.

25. The most important duties of the -- Assistant Secretaries is drafting and noting which should be undertaken by themselves in cases involving doubt or difficulty or of major importance.

The

The Secretariat officers should be held responsible for the language and the sense of the drafts which must be carefully scrutinized by them where they themselves do not prepare them.

Passed

28. All letters from private persons, firms and societies not under Government should be replied to, unless they are in reply to -- communications from the Department and call for no further action. If there is likely to be delay in disposing of such letter, an ad interim acknowledgment of receipt should be sent saying that they will be laid before Government or that they will be addressed later on touching their letters.

Objections received from private persons or unofficial bodies to proposed regulations or rules thereunder should be replied to at once to the effect that they will be duly considered. This relieves the Department of the necessity of explaining why the objections are not accepted, which it is almost impossible to avoid if reply is deferred until the objection is rejected.

Saved

27. Except in cases of urgency, or by previous arrangements with Heads of Departments concerned, or where practice allows it, no official communications should be addressed direct to officers subordinate to Heads of Departments; and when any such communication is made, a copy should be forwarded simultaneously to those to which the officer -- addressed is subordinate.

28.

17

Paras 8 & 4

28. Correspondence with subordinate local officers on matters regarding which it is considered unnecessary to trouble Heads of Departments should be conducted demi-officially

Copying, despatching and printing.

29. All copying work of the Secretariats should be done by means of typewriting machines.

Paras 9 & 4

Drafts returned to a branch to be faired or for issue, should be attended to without delay. Fair copies of letters to be issued typewritten must be sent for signature not later than the third day after receipt of the approved draft in the Branch. Short letters and endorsements which do not involve the -- copying of lengthy enclosures and notes -- should ordinarily be faired and submitted for signature on the day they are returned to the Branch. Urgent letters must be faired and issued on the day they are approved or early the next day, and immediate letters at once.

Paras 8 & 4

30. All letters containing strictures or adverse remarks on the official conduct of Heads of Departments and Deputy Commissioners and all letters overruling or modifying their recommendations or proposals should be made in the Secretary's name and signed by the -- Secretary himself. In the absence of the -- Secretary, the Assistant Secretary may sign such letters for Secretary. All demi-official communications addressed to Heads of Departments should be signed by the Secretary himself.

20

Council cases.

36. All scheduled cases should be transferred to the General Secretary in the Council Section, after they have been fully noted upon in the -- Administrative Department or Branch concerned. The General Secretary will deal with them under the Council rules.

When final orders have been passed in Council cases the files should be transferred to the proper Secretariat or Branch for the issue of orders.

Suspend cases and unanswered lists.

37. A list of all unanswered references -- issued from the Secretariat must be maintained and checked wee every month. The reference should if possible be posted in such a way that the -- papers outstanding against each office in correspondence with the Secretariat may be readily determined. Reminders must be issued in an -- intelligent manner according to the circumstances of each case. A list of cases delayed in the office should be similarly maintained and checked every month.

Weekly and Monthly Volumes of Proceedings. (57)

38. Each Secretariat should issue a separate volume of Proceedings and make its own arrangements for printing it. Copy of the Weekly Proceedings with the usual markings should be sent in as usual.

39. The index for the Monthly Proceedings should be prepared on cards, and after the -- issue of the monthly proceedings, the cards -- should be used for the preparation of the annual index and similarly thereafter for a decennial index.

21

31. As a general rule, the Secretariat offi who approves the draft in any case, may sign i fair copy for Secretary.

32. Notifications and papers published in th Gazette may always be published above the Secr tary's signature.

Legislation.

33. The following procedure is prescribed for the disposal of legislative work:-

Save in the case of purely formal or non-

Initiative rests with Executive Department save in formal and non-contentious measures.

contentious measures, such as amending Regulations, drawn up on the lines of similar legislation in British India, measures of consolidation and the like - every proposal to legislate shall first be considered in the Department to which the subject matter relates.

34. If the Department concerned considers th legislation is desirable, the papers sh be transferred from the Department which first dealt with them to the Legislative Branch of the General and Revenue Secretariat.

Legislative Branch of the General and Revenue Secretariat to be consulted.

35. The Legislative Branch of the General and Revenue Secretariat shall then proceed to draw up a Regulation, with a statement of objects and reasons and in so doing shall conform to any instructions may receive from time to time from the Department of origin.

Legislative Branch of the Gen. & Rev. Secretariat to put Regulations, etc. into technical shape.

40. Larger use should be made of t[illegible] unc[illegible] cial form of correspondence. In correspondence between two Secretariats there need be no greate[illegible] formality than is generally observed between different Branches of a Secretariat.

41. When two Secretariats are concerned in the disposal of a case, final orders may issue from the Secretariat of origin, but a copy of the -- orders passed should be communicated to the -- other Secretariat concerned and indexed in the proceedings of that Secretariat in some distinctive manner.

Confidential cases.

42. All office notes and papers, and all notes of other Departments received in the -- offices, are confidential: but certain pap[illegible] requiring special secrecy are marked 'confi[illegible]ential' or 'Secret'. With regard to these, the following rules shall be observed:-

(1) No papers which are marked 'Confidential' or 'Secret' should pass through any hands in the office other than -- those of the Superintendent of the -- Branch and the superior officers concerned, unless and until the Secretary orders to the contrary.

(2) This rule applies also to confidential papers put up with non-confidential cases.

3) The entries of confidential papers in the office registers should be made from slips furnished by the Superintendent who deals with the papers and should be very general, sufficient

merely to admit of the paper being traced.

(3) Confidential papers whether recorded or unrecorded, as well as the spare copies (if any) thereof, must be kept under the personal custody of the Superintendent, until orders are obtained for their transfer to the Record-room. As few copies of the confidential papers as possible should be printed, and an account kept of their disposal.

(4) When confidential papers are sent out of the office, they should be put into double covers the inner one being sealed, marked 'Confidential' and superscribed with only the name of the --- addressee, and the outer one bearing the usual official -- address. In the case of a non-confidential file with which confidential papers are put up, the latter alone ---- should be enclosed in a seperate covef marked confidential, the contents, but not the -- subject, being noted thereon.

(5) As a rule, confidential papers should not be recorded until they have ceased to be confidential. When it is proposed to

24

record confidential papers, special orders should be taken from the Secretary or other responsible -- officer.

(6) Confidential papers should pass from hand to hand either by personal delivery or be sent in sealed cover

43. A list and if necessary also a digest should be made of all confidential papers not sent to record and they should be properly indexed for facility of future reference.

Miscellaneous.

44. The various items of work done in each Secretariat with an estimate of the quantity of time and labour involved, with a view to determining whether scope exists either for "dispensing with particular items or" -- delegating them to subordinate officers. The forms used in the several Secretariats should as far as possible be uniform.

45. Each Secretariat should be inspected by the Secretary concerned once a year with the help, if necessary, of the officers in immediate charge of the several Branches. The officers in charge and the ministerial heads should inspect their respective -- Branches once in six months and report the result of the same to the Secretary in a form prescribed for the purpose.

It should be part of this inspection ~~to take a census of the records i.e.,~~ records to see whether any are missing or have been lon[illegible] ar offices

25

require to be recalled and so forth.

Conferences.

46. Periodical meetings of the Secretaries should be held at least once ... quarter for ensuring greater co-operation among the Secretaries and Secretariats and for discussing important questions.

47. The Secretaries might also arrange to meet one another on the Interview Day (thursday) for settling questions in which they are mutually interested but which are not of sufficient --- importance to require being referred to the general meeting.

48. In addition to the general meeting of the Secretaries, every Secretary should meet the officers working under him once a quarter for considering important questions such as the working of special schemes, the point recorded in the tour notes of Members of Government, Organization and --- Development subjects etc.

Press Room and papers to be placed at the disposal of the Press.

49. The papers which may be placed at the disposal of the Press as a matter of routine should be defined and they may be communicated under the orders of the Secretariat officer in immediate charge of the Branch concerned. In all other cases, if an officer thinks it advisible to publish an order he should take the orders of the Secretary.

General and Revenue Secretariat.

No. 85-S. A.G. Bangalore, 4th April 1916.

Office Memorandum

The next meeting of Secretaries to Government will be held at 3-30 P.M. on the 6th April 1916 in the Library room of the General and Revenue Secretariat. The following subjects will be considered at the meeting:-

(1) Draft Manual of Essentials for Secretariats.

(2) Standardisation of Secretariat forms.

By Order,

Secretary to Government,
General Department.

27

50. Orders placed at the disposal of the Press should be published in -- Part VI of the Gazette.

51. Each Secretariat may prepare in addition a supplementary Manual -- dealing with its particular work.

VIII 6/4

Immediate

28

No. 2750.

MYSORE STATE RAILWAYS.
Central Office,
Bangalore, 7th April 1916.

From

Rao Bahadur K. Krishnaiengar, Esq., B.A., L.C.E.,
Offg. Secretary to the Government of Mysore
for Railways.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General Department.

Sir,

With reference to Official Memo No.85-E.A.G. dated 4th April 1916, I have the honour to inform you that I will be absent on tour and consequently not be able to attend the meeting of the 8th instant.

I have the honour to be,
Sir,
Your most obedient servant,

K. Krishnaiengar

Offg. Secretary for Railways,
Government of Mysore.

Office Memorandum

No. 85-E.AS. 4-4-16

The next Meeting of Secretaries to Govt will be held at 3.30 pm on the 8th April 1916 in the Library Room of the Secretariat & New Delhi. The following Subjects will be Considered at the Conference.

1 Draft Manual of Essentials for Secretariat

2 Standardisation of Forms

By order

For Secy, Govt of India.

To The Secretaries to Govt.

Office Memorandum

No 85-Se. Ag. 14-3-1916.

The next Conference of Secretaries to Govt will be held at 2 Pm on the 20th March 1916 in the Library Room of the Govt of New Scotia

By order

for Secy to Govt, Gen Dept.

To 1 Secy P.W.D.
2 do - Rly.
3 do Fmc
4 do Revenue
5 do Genl

Mar 13/3/16

IMMEDIATE.

31

No. 2468

MYSORE STATE RAILWAYS,
Central Office,
Bangalore, 8th March 1916.

From

Rao Bahadur K. Krishnaiengar, Esq., B.A., L.C.E.,
Offg. Secretary to the Government of Mysore
for Railways.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General Department.

Sir,

With reference to your office Memo No.85 dated 6th March 1916 regarding the meeting to be held for the discussion of the draft Manual of Essentials for all Secretariats, I have the honour to inform you that I shall not be able to be present on the 11th and I would therefore suggest that the proposed meeting might take place after the 20th instant.

I have the honour to be,
Sir,
Your most obedient servant,

Offg. Secretary for Railways,
Government of Mysore.

Demi. C/23

32

Public Works Secretariat,

Bangalore Dated the 7th March 1916.

Dear Mr.Narasinga Row,

With reference to your Office Memorandum No.85 dated the 6th instant, calling for a meeting of the Secretaries to Government, on the 11th idem, I write to inform you that I have arranged to go to Mysore on the evening of the 10th. It will therefore be a great convenience if you can possibly arrange to hold the meeting on Friday the 10th, any time between 2 and 5 P.M.

Yours sincerely,

Rangam Seshiengar

33

D. O. No. 325

GENERAL AND REVENUE SECRETARIAT.
Comptroller's Office

Dated Bangalore, 7th March 191 6.

My dear Narasinga Rao,

With reference to General and Revenue Secretariat Office Memorandum No. 85- E.Ag. dated 6th instant in regard to the consideration of the draft manual of essentials for all secretariats at 1-30 P.M. of the 11th instant, I have to state that 18th March will very well suit me.

Yours sincerely,

J. Chakravarthi

D. M. Narasinga Rao, Esq., B.A. B.L.,
Secretary to Government,
General Department.

No. 85-E.1.G
Encl

59

Bangalore,
15th February 1916.
6 - 3 - 126.

OFFICE MEMORANDUM.

As arranged at the last meeting of Secretaries held on the 19th November 1915, the accompanying draft Manual of Essentials for all Secretariats has been prepared, is herewith forwarded, with compliments, ~~for favour of remarks and~~ suggestions. The questions dealt with in the note may be considered at the next meeting of Secretaries which may be held, if other Secretaries agree, on the 11th ~~February~~ March 1916 at 1-30 P.M. in the Library room, General and Revenue Secretariat.

By Order,

Secretary to Government,
General Department.

To

The Secretary to Govt, General Deptt.
-do- Financial Department.
-do- P.W.Department.
-do- Railways.
-do- Revenue Department.
-do- Education & Agriculture.